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15 September 1967

MEMORANDUM FOR: Chief, Support Services Staff  
THROUGH : Deputy Chief, Support Services Staff  
SUBJECT : Contract Employees for Suitland Move

25X1

1. The proposal to hire two contract employees of an approximate GS-02 level can be accomplished administratively with an approval notification to [redacted] They will complete the contracts, clearances, and monthly payments (obtaining the funds by transfers from our accounts). These contract employees need not be charged against ceiling. [redacted] states:

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"The permanent manpower ceiling ... is the maximum number of full-time personnel ... authorized to be employed at any time. It constitutes an authorization to employ:

...

- (c) Contract employees who perform staff-type duties within the U. S., except such contract employees when:
- (1) Engaged in short-term, non-recurrent activities;
  - (2) Hired to perform duties on an infrequent basis; or
  - (3) Specifically justified and authorized within an approved project."

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2. In my discussion with [redacted] he felt that contract employees working less than 40 hours a week, for less than a year, to move into Suitland could be considered a short-term, non-recurrent activity and exempt from ceiling restrictions. Henry also stressed that he was not the final authority but I believe we should use that rationale in the attached and request DDS approval to hire these two men for the move to Suitland work.

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[redacted]  
Chief, Records Administration Branch

Attachment:

RAB to SSS Memo of 8 September 1967

25X1 DDS/SSS/RAB [redacted] (15 Sept. 1967)

Distribution:

Orig & 1: Addressee

1: RAB file copy

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